



GREATER SOUTHWEST  
DEVELOPMENT CORPORATION

**SSA #3 Minutes**  
**Thursday, January 16, 2014**

**Present:** Mr. Blue, Gint Cepenas, Ruby Gonzalez, Manny Jimenez, Mark DiValerio, Laura Sedio, Rob Navarro, Nick Kollias, Elizabeth Martinez.

**Absent:** Sheldon Rice, Sofia Villarreal, David Supanich, Tina James

**Call to order:** Motioned by Mark DiValerio at 9:15am.

**Approval of Minutes and financials:** Manny Jimenez motioned to approve minutes and financials, Gint Cepenas second the motion.

**2014 GSDC Overview of Programs:** Elizabeth Martinez gave an overview of city contracts awarded to organization and program deliverables from Neighborhood Business Development Center contract for 2014 and Small Business Tech Center contract for 2014.

**Other Business:** Nick itemized the funds spent in 2013 SSA#3 budgets and informed everyone about SSA#59's desire to split some of the marketing materials cost with SSA#3 in 2014. The Commissioners agreed it would be a good idea to include them in the map and coupon book. Mark DiValerio made a motion to amend the 2013 budget without changing the total budget amount and increase or decrease the following budget line categories as follows:

- Increase Special Events by \$400
- Increase Display Advertising by \$700
- Increase Print Materials by \$200
- Increase Other: Holiday/Seasonal Promotions by \$6,700
- Decrease Acid/Graffiti Etching Removal by \$10,000
- Decrease Equipment Purchase/Maintenance by \$21,500
- Decrease Supplies by \$11,300
- Decrease Streetscape Elements by \$29,900
- Increase Decorative Banners by \$9,750
- Increase Landscaping by \$9,150
- Decrease Other: Greenery Decorations by \$38,300
- Increase Other: Community Tours by \$7,100
- Increase Other: Technical Assist to Businesses by \$400

- Decrease Other: Marketing Retail-Consult by \$2,800
- Increase Façade Enhancement by \$23,500
- Decrease Awning Rebate Program by \$8,750
- Increase Security Service by \$28,400
- Increase Safety Improvement Rebates by \$4,200
- Decrease Economic Impact, Market, Branding by \$1,300
- Increase Wi-Fi Infrastructure & Planning by \$150,500
- Increase Nick Kollias - Commercial Director by \$2,000
- Increase Christine James – Director of Commercial Development & Technology by \$400
- Decrease Melinda Lambert – Financial Director by \$473
- Decrease Caitlin Gath-Marketing Assist by \$24,000
- Decrease Robert Navarro – Business Resources Director by \$1925
- Decrease Jose Navarrete – Street Sweeper#1 by \$5000
- Decrease Street Sweeper#2 by \$38,500
- Increase Youth Coordinator #1 by \$24150
- Decrease Youth Coordinator #2 by \$7,900
- Decrease Annual Report by \$1,860
- Decrease Office Supplies by \$9,330
- Decrease Office Printing by \$680
- Decrease Postage by \$1,144
- Decrease Meeting Expenses by \$558
- Increase Subscription & Dues by \$2,063
- Increase Banking Fees by \$980
- Decrease Mileage, Air Travel, Workshop by \$9,430
- Increase Other: Office Cleaning, Ext, Alarm by \$3,740
- Decrease Tax Loss Collection by \$25,732

Gint Cepenas seconded the motion, all were in favor. The changes passed unanimously.

**Meeting Adjourn:** Motioned by Mark DiValerio and Manny Jimenez second the motion.



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**SSA #3 Minutes**  
**Thursday, February 20, 2014**

**Present:** Mr. Blue, Gint Cepenas, Ruby Gonzalez, Manny Jimenez, Mark DiValerio, Laura Sedio, Rob Navarro, Nick Kollias, Elizabeth Martinez, Tina James, Sheldon Rice, David Supanich, Salem Klay, Consuelo Romero, Jean Lopez, and Daribella Ramirez.

**Absent:** Sofia Villarreal.

**Call to order:** Motioned by Sheldon Rice at 9:10 am.

**Approval of Minutes and financials:** Mark DiValrio motioned to approve the January Minutes and Manny Jimenez second the motion. Sheldon Rice motioned to approve the financials with amendments and Mark DiValerio seconds the motion.

**Security Update:** Nick updated everyone on the investigation for a convenient store owner that was critically shot as he unlocked the store front door. The assailant was caught and the incident was seen on video camera on 63<sup>rd</sup> Street. Nick suggested a meeting be held for local businesses to express their concerns and questions to a panel of Security Patrol Officers. Nick proposed the meeting to reinforce business owners on their rights not to do business with anyone carrying a concealed weapon by placing a sticker on the front door. Tina proposed the emergency meeting to be held at GSDC office with 8<sup>th</sup> District Commander and local business owners on February 4<sup>th</sup> in lieu of the incident.

**Façade Program Update & Approvals:** Rob Navarro had three Façade applications in need of board approval; (1) Las Picoas Restaurant owner Victor Sanchez ,(2) Carniceria La Hacienda No2. Owner Alfredo Santos, (3) Property(s) owner Daribella Ramirez. Nick informs the board that the total amounts of applications will exceed the budget amount but the SSA Commissioners will have an option to amend the budget and put more funds under these categories during the midyear assessment in June. Manny approved Façade applications and Mark seconded the motion.

**Other Business:** Nick presented Jean Lopez's case and property owner of 4322 W 63<sup>rd</sup> Street who had submitted her Security camera application 2013 and was approved. She paid for the cameras but due to being busy she forgot to get reimbursed. Mark did not want to change the guidelines of reimbursing property owners with receipts from the current year but since she was already approved Mark motioned to approve for her to be reimbursed in 2014 for work done in 2013. Manny second the motion.

**Meeting Adjourn:** Motioned by Sheldon Rice and Manny Jimenez seconds the motion.



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### **SPECIAL SERVICE AREA # 03**

Dear SSA#3 Community Stakeholders,

Please make a note that March's SSA#3 monthly meeting has been cancelled due to the City's mandatory training for SSA Commissioners on Thursday, March 20<sup>th</sup> at 10am.

We hope you can join us in April during our next monthly meeting to discuss the progress of Special Service Area #3 programs.

Greater Southwest Development Corporation

### **NEXT MEETING**

**Where:** 8<sup>th</sup> District Police Department  
Community Room  
3420 West 63<sup>rd</sup> Street  
Chicago, Illinois, 60629

**When:** Thursday, April 17<sup>th</sup>, 2014

**Time:** 9:00am



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### SSA #3 Minutes

Thursday, April 17, 2014

**Present:** Sheldon Rice, Ruby Gonzalez, David Supanich, Manny Jimenez, Gint Cepenas, Mark DiValerio, Laura Sedio, Daribella Ramirez (property owner), Michael Strode (63rd St resident), Jackson Blue (community resident), William Jackson (business owner on 63rd Street), Nick Kollias, Rob Navarro, Elizabeth Martinez.

**Absent:** Tina James, Sofia Villarreal.

**Welcome and Introductions:** 9:07 am Sheldon Rice call the meeting to order. Everyone introduced themselves.

**2013 Budget Amendments:** Sheldon Rice motion to approve February and March minutes and financials, Mark

DiValerio seconded the motion; all in favor.

**2013 Budget Amendments:** Nick explains to everyone the budget reflects decreases and increases across several line items for 2013 Budget to balance it out. Sheldon motions to approve the following budget adjustments on the 2013 budget without changing the aggregated total.

Decrease 1.03 Special Events from 80,000 to 78,600

Increase 1.06 Promotional Items from 80,000 to 81,779

Increase 4.02 Site Marketing Materials from 29,000 to 29,844

Decrease 4.05 Marketing-retail consultant from 20,000 to 17,200

Decrease 5.02 Awning Program Rebates from 31,000 to 22,250

Decrease 10.01 Executive Director's salary SSA portion from 47,897 to 13,330

Increase 10.02 Commercial Director's salary from 79,738 to 86,196

Increase 10.04 Finance Director's salary SSA portion from 8,711 to 9,115

Decrease 10.05 Marketing Assistant's salary from 29,074 to 19,459

Increase 10.06 Business Resources Director salary from 42,000 to 65,125

Decrease 10.07 Street Sweeper (Jose Navarrete) salary from 49,602 to 44,211

Decrease 10.08 Street Sweeper II salary from 37,064 to 64

Increase 10.09 Youth Coordinator's salary from 6,644 to 18,182

Decrease 10.10 Youth Coordinator's salary from 6,644 to 144

Increase 11.01 SSA Annual Report from 6,000 to 7,479

Decrease 11.02 SSA Audit from 8,400 to 6,500

Decrease 11.04 Office Rent from 19,200 to 2,479

Increase 11.05 Office Utilities from 4,800 to 11,549

Increase 11.06 Office Supplies from 4,400 to 5,020

Decrease 11.07 Office Equipment lease/maintenance from 14,115 to 115

Increase 11.08 Office Printing from 3,300 to 10,880

Decrease 11.09 Postage from 2,240 to 1,575

Decrease 11.10 meeting expense from 4,860 to 2,675

Increase 11.11 Subscriptions/dues from 315 to 2,378

Decrease 11.12 Banking Fees from 1,200 to 100  
Decrease 11.14 Other: Seminars and travel from 13,000 to 4,970

Decrease 11.15 Other: Office cleaning and other maintenance from 26,640 to 15,432

Mark seconds the motion; all in favor. Gint motions to approve administrative costs charged to the SSA; Manny seconds the motion; all in favor. Gint, Mark, Manny and Laurie state that they would like to exclude themselves from approving that \$156,398 of the SSA funds owed to GSDC since there is a potential conflict of interest due to their GSDC board role.

Sheldon recommends holding on this issue until auditor or GSDC's financial team explains to the SSA commissioners the details behind the amount. Nick called the auditor to schedule a meeting on May 1st, 2014 at 9am for the commissioners to speak with GSDC regarding details of the amount.

**City of Chicago RFP:** Nick mentions GSDC is applying for the City's Commercial Corridor Makeover RFP to offer assistance improving the physical image of targeted small business(s) and by extension the neighborhood to help drive sales and traffic to a key retail corridor.

**City of Chicago RFP:** Nick mentions GSDC is applying for the City's Neighborhood Tourism Plan RFP to create a tourism plan in order to attract more visitors to the neighborhood.

**Request for Proposals-Landscaping, Dining& Coupon Book, Banners:** Nick presented all three RFPs and explained the process of circulating them out in the market and online to receive quotes for these projects.

Nick showed proposals to commissioners for landscaping, dining & coupon book, and banners and asked the SSA commissioners to review the RFPs and proposals. Dave motioned to approve Jimmy & Jimmy's Landscaping and Manny seconded the motion; all in favor. Laurie motioned to approve Entire Marketing Group LLC for dining & coupon book and Manny seconded the motion; all in favor. Manny recommends for local businesses ED Sings and Banana Sign Co to give GSDC a test run for hanging banners and prove their capacity since both companies have no prior experience in this type of request. Commissioners entertain the thought to have them both companies to work together and share the project since both of these companies are local SSA businesses.

**Meeting Adjourn:** Sheldon motioned to adjourn the meeting and Manny seconded the motion; all in favor.



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### SSA #3 Minutes

Thursday, May 1, 2014

**Present:** Sheldon Rice, Ruby Gonzalez, David Supanich, Manny Jimenez, Mark DiValerio, Laurie Sedio, Sofia Villarreal, Tina James, Jean Lopez, William Jackson, Nick Kollias, Rob Navarro, Elizabeth Martinez, Auditor Mike Sieczkowski, Melinda Lambert.

**Absent:** Gint Cепенas

**Approval of April Minutes:** Laurie Sedio motion to approve April Minutes, Manny second the motion; all in favor.

**Audit Presentation:** Auditor Mike mention a shift in funds that were not allocated occurred in 2008 and 2009 caused remaining balance owed to GSDC. Finance Director Melinda Lambert stated this occurred before she started with GSDC.

Mike stated a forensic audit occurred in 2011 and the expenses amount totaled \$156,399.00, the amounts were in line to what was submitted to the City. In order for the organization to move forward this item needs to be finalized. Mike states now with new management team (Ghian Foreman and Melinda Lambert) going forward new procedures have been in place to always have documentation.

Mark DiValerio, Manny Jimenez and Laurie Sedio recuse from motion to approve \$156,399. Sofia Villarreal motions to recognize GSDC paid \$156,399 from SSA #3 funds thus far it has not been reimbursed, Ruby Gonzalez seconds the motion; Sheldon Rice, David Supanich, William Jackson were in favor. Mark DiValerio motions to approve audit, Manny Jimenez second the motion; all in favor.

**Banners Update:** Nick states out of all the banner proposals the most economical were the team of two local business owners ED Signs and Banana Sign Co. They propose to put up and bring down banners for SSA#3 area for one season for total cost \$5,000. The first season will be shop local. Dave makes the motion to approve the duo local business sign companies for their proposal submitted. William Jackson second the motion; all in favor.

**Other Business:** Tina James explains the WIFI audit has been completed and will have a report next month after she reviews the findings and meets with the WIFI auditor. She also reports the WIFI is at a halt and will not move forward to phase two until the findings have been reviewed. The results of the WIFI audit will dictate the future of the project.



**Meeting Adjourn:** Sheldon motioned to adjourn the meeting; all in favor.



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## SSA #3 Minutes

Thursday, June 19, 2014

**Present:** Sheldon Rice, Manny Jimenez, Mark DiValerio, Laurie Sedio, Tina James, Rob Navarro, Elizabeth Martinez, J Blue, Tom Stepanek (property owner), Nick Kollias.

**Absent:** Gint Cepenias, Ruby Gonzalez, Sofia Villarreal, David Supanich, William Jackson

**Welcome and Introductions:** Sheldon Rice called the meeting to order at 9:22 am began round table introductions.

**Approval of May Minute and May Financials:** Laurie motion to approve May Minutes and Manny second the motion, all were in favor. Mark motion to approve May Financials; Manny second the motion and all were in favor. Motions carry.

**Security Update:** Nick explains the new technology platform for SSA #59 patrol officers to begin using QR codes that will be placed inside businesses. Using a smart phone and APP it will track from one location to the next location on real time bases; location information will be found in MyGuardtrax.com website. Nick confirmed that SSA#59 does not share patrol with SSA#3.

**Banners Update:** Nick explains the one local banner company(Banana Signs) declined to proceed shared work with second local banner company (Ed Signs) to put up and down SSA#3 banners. Ed Signs did not mind doing the work on their own. GSDC help Ed Signs to get certified with the City of Chicago and be placed as city approved list to perform work.

**2015 Work Plan & Budget:** Nick states this time of year the city changed the templates for 2015 work plan. The city started a web portal for SSA staff managers to up load and down load forms, this is a set of metric templates Nick shared with commissioners. Nick reaffirms that the commissioners still have the authority to edit work plan.

Nick updates everyone GSDC was awarded \$15,000 Corridor Makeover grant from the city of Chicago to improve minimum of 5 business storefronts. Nick presented the package to everyone that indicates the scope of work to be done on 5 selected business on 63<sup>rd</sup> Street and Western; it begins the SSA #3 corridor and will welcome the visitors and spark a positive attitude for change.

Property owner Tom Stepanek voiced his concern that GSDC needs to market the SSA #3 program more so that more people can have the opportunity to take advantage of incentives. Mark suggested an annual newsletter could help get the word.

**Other Business:** Tina James presented to the commissioners findings from an 800 page audit given by Comdesco Group that preformed the audit of the WIFI. Tina will follow up with option for SSA#3 to decide what to do with the WIFI project and Atmosphere.

**Meeting Adjourn:** Sheldon motioned to adjourn the meeting; all in favor.



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**SSA #3 Minutes**

**Thursday, July 3, 2014**

**Present:** Sheldon Rice, Gint Cепенas, Ruby Gonzalez, David Supanich, Manny Jimenez, Sofia Villarreal, William Jackson, Nick Kollias, Rob Navarro.

**Absent:** Mark DiValerio, Laurie Sedio, Elizabeth Martinez, Tina James

**Budget Approvals :** Nick presents the 2014 MidYear Assessment and the proposed budget and work plan for 2015. Manny Jimenez makes a motion to approve the 2015 budget, Sofia seconds the motion, all were in favor. Sheldon Rice makes a motion to approve GSDC to be the sole service provider of SSA # 3, Sofia seconds the motion, all were in favor. Gint makes a motion to approve 2015 work plan, Sheldon seconds the motion, all were in favor. Gint makes a motion to approve 2014 MidYear assessment, Sheldon seconds the motion, all were in favor.

**Meeting Adjourn:** Sheldon motioned to adjourn the meeting; all in favor.



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### **SSA #3 Minutes**

**Thursday, August 21, 2014**

**Present:** Gint Cепенas, Manny Jimenez, Nick Kollias, Rob Navarro, J.Blue, Mark DiValerio, Keshaw White (MFS), Lauri Sedio, Elizabeth Martinez.

**Absent:** Sheldon Rice, Tina James, Ruby Gonzalez, David Supanich, Sofia Villarreal, and William Jackson.

**Welcome and Introductions:** 9:00 am Mark starts meeting and introductions.

**Minutes:** Gint motions to approve July's minutes and financials. Manny seconds the motion; all were in favor.

**Program Updates:** Nick updates the commissioners, 7,500 coupon books have been distributed to local businesses and notes new expiration date of September 30, 2014. Nick adds QR codes will help patrons reuse coupon before month ends. Nick invites SSA#59 to share cost for holiday coupon book to add 15 businesses from 59<sup>th</sup> street; 59<sup>th</sup> Street commissioners accept offer.

Nick updates commissioners façade program budget exceeds by (-1,339.75).

Nick updates everyone on security. Security has been active throughout the summer, however due to late funding west end of SSA #3 was seized for three weeks to manage funding.

**Other Business:** Nick provide the Commissioners with an update regarding the WiFi. Nick highlights how GSDC has hired a WiFi auditor to assess the program and more updates will be provided in the coming months.

**Meeting Adjourn:** Mark DiValerio motions to adjourn the meeting; all in favor.



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### **SSA #3 Minutes**

**Thursday, September 19, 2014**

**Present:** Gint Cepenas, Manny Jimenez, Nick Kollias, J.Blue, Mark DiValerio, Lauri Sedio, Elizabeth Martinez, David Supanich

**Absent:** Sheldon Rice, Tina James, Ruby Gonzalez, Sofia Villarreal, and William Jackson.

**Welcome and Introductions:** 9:00 am Mark starts meeting and introductions.

**Minutes:** Gint motions to approve minutes and financials. Manny seconds the motion; all were in favor.

**Program Updates:** Nick updates the commissioners, 7,500 coupon books have been distributed to local businesses and notes new expiration date of September 30, 2014.

**Other Business:** Nick provide the Commissioners with an update regarding the WiFi. Nick highlights how GSDC has hired a WiFi auditor to assess the program and more updates will be provided in the coming months.

**Meeting Adjourn:** Mark DiValerio motions to adjourn the meeting; all in favor.



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### SSA #3 Minutes

Thursday, October 16, 2014

**Present:** Gint Cepenias, Manny Jimenez, Nick Kollias, J.Blue, Mark DiValerio, Lauri Sedio, David Supanich, Sheldon Rice, Angel Diaz (Dominion Lighting), Tony Vaca (Twin Supplies), Ruby Gonzalez, William Jackson, Rob Navarro, Agelita Yugsi, Sharon Madigan (ComEd), Officer Mike Martin.

**Absent:** Tina James, Sofia Villarreal, Elizabeth Martinez

**Welcome and Introductions:** 9:05 am Sheldon starts meeting and introductions.

**Special Guest Speakers:** Nick introduced Sharon Madigan from ComEd's corporate offices, Tony Vaca from and Angel Diaz from Twin Supplies & Dominion Lighting. The three speakers presented an overview of the COMED rebate program and how their recent work in conjunction with GSDC's purchasing pool was able to save local businesses hundreds of dollars.

**Special Guest Speakers:** Nick introduced CPD Officer Mike Martin, the 8<sup>th</sup> District CAPS officer. Sergeant Martin presented an overview of the 8<sup>th</sup> district current approach and analyzed some of the incidents that recently took place in the community. Sergeant Martin spoke also very highly of the 63<sup>rd</sup> Street Security Patrol and gave recent examples how the SSA patrol officers supported 8<sup>th</sup> District CPD officers while tackling criminal activity.

**Minutes and Financials:** Sheldon motions to approve September's Minutes and financials, Gint seconds the motions: all were in favor.

**Program Updates:** Nick presented the City of Chicago Commercial Corridor Make Over grant and analyzed how Adli Shaban's application can be a good candidate for the commercial corridor make over contest if it is used in conjunction with the SSA rebates. Nick also mentioned that Adli Shaban and his family are ready to commit \$6,000 into the façade enhancement program and their property if the SSA Commissioners assist them with the façade enhancement rebate dollars as a direct payment to the contractor instead of a rebate to Adli Shaban and his family. According to the Shaban family, they have an interest in enhancing their property as long as the project can get some help upfront by paying the vendor after of course they have given their \$6,000 deposit. Nick explains that Adli's Shaban and his family prefer this form of payment structure because they are unable to raise more than \$6,000 for the project. Considering the impact that an enhanced property would make on the east end of the SSA, Mark made a motion to approve Adli Shaban's rebate amount and pay the vendor directly, Gint seconds the motion; all were in favor. Nick gave an overview of the WIFI program and how the community's

usage has outperformed the equipment's capacity. Nick also presented statistical data that showed the program's performance over the life of the program and asked the SSA Commissioners to consider these data before making a decision about the program's future. The SSA Commissioners agreed to terminate the program for now, store the equipment and notify the City if GSDC tries selling the equipment. In addition, the SSA Commissioners, requested from GSDC to continue researching technology options that GSDC can bring to the local business community. Sheldon motions to terminate the WIFI project; William Jackson seconds the motion; all in favor. Finally, Nick gave an overview of the Holiday Celebration Month events and how these events enhance the Holiday season along 63<sup>rd</sup> Street and Pulaski between Thanksgiving and Christmas. Nick presented a copy of the Request of Proposals that was posted online in various channels such as the GSDC website and the Chicago Lawn portal. He also presented copies of three responses to the RFP. Mark made a motion to use Urban Fusion Entertainment for the Holiday Celebration events, Manny seconds the motion; all were in favor.

**Meeting Adjourn:** Sheldon motions to adjourn the meeting.